

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title:	Elders Outreach Aide
Department:	Kikaajik/Elders Department
Reports To:	Kikaajik/Elders Department Director
Status:	Non-Exempt
Salary Level:	\$11.85 to \$16.03 per hr. / (\$24,648-\$33,342) Annual
Level:	2
Opens:	February 02, 2018
Closes:	February 23, 2018

SUMMARY

Under supervision of the Kikaajik/Elders' Department Director, provide outreach and in home customer service to LTBB Elders. The Elder Outreach Aide will work closely with the Director to accomplish the goals and objectives of the Kikaajik/Elders' Department. The Elders Outreach Aide will assist with promoting and administering activities for Elders of the Little Traverse Bay Bands of Odawa Indians by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide excellent customer service response to our Elders.
- Perform the Elders Outreach Aide duties for the Director of the Kikaajik/Elders Department and Elders' programs.
- Assist with Elder luncheon and or brunch as necessary.
- Collaborate with Tribal Community Health Department to assist Elders' transport needs as necessary.
- Assist with food and utility applications.
- Assist Elders with completing applications as necessary.
- Assess, document and communicate to Director the observed unmet need of Elder clients
- Occasionally may need to assist Elders in their home with a variety of needs, i.e. clear pathway, report need to Director.
- Attend Elders meetings and activities as requested by the Director.
- Assist Kikaajik/Elders' Department Director in the planning, organizing, and execution of recreational activities, events and travel as requested.
- Attend appropriate training as required.
- Maintain confidentiality of all files and accounts of the Elders' Program.
- May need to drive Elders' Shuttle as needed.
- Performs other similar or related duties as requested or assigned.

COMPETENCIES

Must possess strong interpersonal communication skills, both verbal and written along with proven experience in customer service.

WORK ENVIRONMENT

Fast paced multi-tasking environment, bending, lifting, and reaching. Position is full time with occasional weekend and after hours work required.

EDUCATION and/or EXPERIENCE

Minimum of High School diploma or GED required. Two years outreach experience in related field preferred. Associate's degree in related field preferred.

OTHER SKILLS and ABILITIES

Familiar with local Native American culture and community. Ability to speak Anishinaabemowin a plus. Ability to provide empathetic response to Elders in distress is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Michigan Chauffer's driver's license or obtain the Chauffer's designation within 6 months of hire. Reliable transportation required and must be insurable by the Tribe's carrier. CPR Certification preferred. Individual must be able to pass a criminal background investigation. Prefer a CDL or willingness to obtain one within 6 months of hire.

OTHER QUALIFICATIONS:

Indian Preference will apply. Must be able to pass a background investigation.